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Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020003-9
25X1A ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed Revision [REDACTED] Exit Processing for Separation or
Extended Leave (Job #8576)

FROM: *[Signature]*
Chief, Regulations Control Branch

EXTENSION
6758

NO.

DATE 24 JUL 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	[REDACTED]	<i>[Initials]</i>	
2.			
3.	<i>Tom</i>		
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Attached are Office of Security comments re suggestions by DDO and the SO/DCI. Mr. [REDACTED] requested the comments be made available to OS.

25X1A

Also attached are ODP comments. They were received late and our records do not indicate they were forwarded to you.

Let's discuss

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020003-9

ODP-8-1120
23 JUN 1978

MEMORANDUM FOR: Chief, Regulations Control Branch, ISAS

FROM : [REDACTED] 25X1A
Chief, Management Staff, ODP

SUBJECT : Proposed Revision of [REDACTED], Exit 25X1A
Processing for Separation or Extended
Leave, Draft A (Job #8576)

1. ODP concurs with the proposed revision as written with one suggested addition as described below.

Background:

2. ODP is responsible for providing computer support to all components of the Agency. Access to ODP computer systems is controlled by individual passwords; to maintain security, access to Agency computer systems must be removed when an employee is separated or goes on extended leave.

3. ODP now receives a weekly report from Personal Affairs Branch, Benefits and Services Division, Office of Personnel on Anticipated Separations. Persons on this list who have access to ODP computer systems are noted and their access is deleted on their last workday.

Suggested Addition:

4. ODP suggests that in the section detailing clearing component responsibilities the following paragraph be added:

OK () The Office of Data Processing will
remove ODP computer access for departing
personnel on or before the last workday.

Jone

5. This addition would formalize the current procedure and ensure that PAB continues to send Anticipated Separation reports to ODP.



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